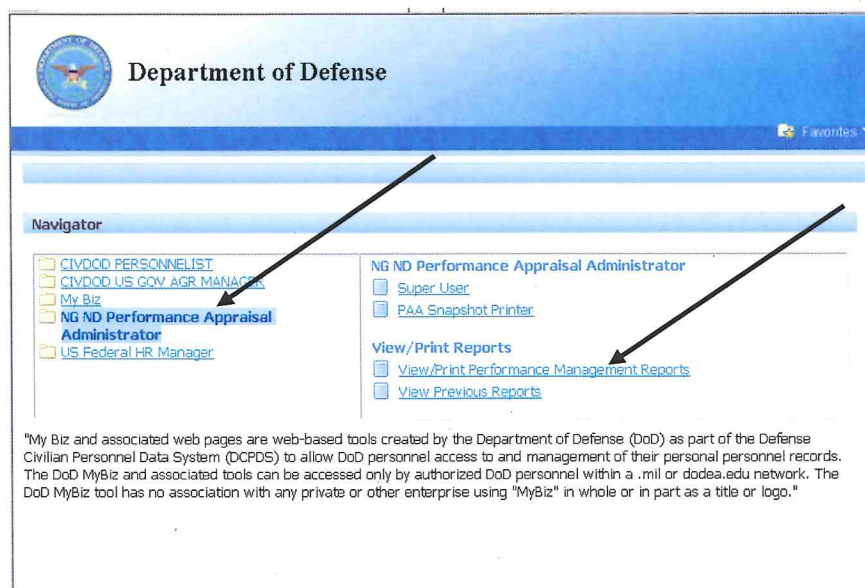


View/Print Performance Management Reports

NAVIGATOR

From the Navigator page, select your state's NG Performance Appraisal Administrator:
Select the "View/Print Performance Management Reports".



There are 3 reports that can be run.
Interim Review Status Report (HR) - NG
Performance Appraisal Status Report (HR) - NG
Performance Plan Status Report (HR) - NG

To access the reports click on the magnifying glass next to the Program Name.

Performance Appraisal Application (PAA) Version 3.0

Schedule Request: Name

* Indicates required field

Cancel Step 1 of 3 Next

PRIVACY ACT INFORMATION

The information accessed through this system must be protected in accordance with the Privacy Act of 1974. Personal information contained in this system may be used only by authorized persons in the conduct of official business. Any unauthorized disclosure or misuse of personal information may result in criminal and/or civil penalties.

How to request a report: (Step 1 of 3)

Report Name: Type the report name you wish to request. If you don't know the name of report, select the search icon to begin the search. Select the "Go" button on the page that will be presented. Choose the applicable report from the list.

Request Name: Enter information that will assist in doing a search on this request at a later time. Select "Next" button to continue.

* Program Name

Request Name

The name can later be used to search for this request

Cancel Step 1 of 3 Next

Privacy Statement

Click on "Go".

Search and Select List of Values - Windows Internet Explorer

Search and Select: Program Name

Cancel Select

Search

Select a field to 'Search By'. Next, enter a value in the text field. Partial searches must begin with the first few characters of the search field followed by the '%'; e.g., Smi% or D2%. The most common naming convention for Full Name is last name, first name, and middle initial. For best results, enter last name followed by the % and first name followed by the %, e.g. Smith%John%. Select the "Go" button. Select the 'Quick Select' icon next to your selection.

Search By Program Name Go

Results

Select	Quick Select	Program Name	Application Name
No search conducted.			

Cancel Select

Select your report, by clicking on the radio button in the Select Column then click on "Select" or "Quick Select".

Search and Select List of Values - Windows Internet Explorer

Search and Select: Program Name

Cancel Select

Search

Select a field to 'Search By'. Next, enter a value in the text field. Partial searches must begin with the first few characters of the search field followed by the '%'; e.g., Smi% or D2%. The most common naming convention for Full Name is last name, first name, and middle initial. For best results, enter last name followed by the % and first name followed by the %, e.g. Smith%John%. Select the "Go" button. Select the 'Quick Select' icon next to your selection.

Search By Program Name Go

Results

Select	Quick Select	Program Name	Application Name
<input type="radio"/>		Interim Review Status Report (HR) - NG	CIVDODHR
<input type="radio"/>		Performance Appraisal Status Report (HR) - NG	CIVDODHR
<input type="radio"/>		Performance Plan Status Report (HR) - NG	CIVDODHR

Cancel Select

Once you have selected your report click on the “Next” Button.

Performance Appraisal Application (PAA) Version 3.0

Navigation: Navigator Favorites ICE MyBiz ICE PAA V3 FAQ Home Logout Help

Schedule Request: Name
* Indicates required field

PRIVACY ACT INFORMATION
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How to request a report: (Step 1 of 3)
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Request Name: Enter information that will assist in doing a search on this request at a later time. Select 'Next' button to continue.

* Program Name: Performance Plan Status Report (HR) - NG
Request Name:
The name can later be used to search for this request

Buttons: Cancel Step 1 of 3 **Next**

Privacy Statement

On the below screen, you must have a minimum of 2 Fields in order for the report to run. One field will always be the *Appraisal Effective Year (YYYY).

You will then need at least one of the following parameters:

Rating Official

SOID

Agency Group

Organization Name

UIC

PAS Code

Organization Structure ID

Click on “Next”.

Schedule Request: Parameters
* Indicates required field

How to complete Step 2 of 3:
 All required data fields must be entered before selecting the "Next" or "Back" buttons.
 If you select the "Cancel" button, your current data will not be saved, and the system will take you back to the "View Previous Request" page.

Program Name: Performance Plan Status Report (HR) - NG
 Request Name:

Appraisal Effective Year (YYYY): 2011

Rating Official:

Higher Level Reviewer:

Current PAA Status: EQUALS

Current PAA Status DOES NOT EQUAL:

Performance Plan Status: EQUALS

Perf Plan Status DOES NOT EQUAL:

Employee Name:

Employee Number:

SOIC: UQ

Agency Group: Bismarck, ND 58501

Organization Name:

UTC:

PAS Code:

Organization Structure ID:

Cancel Back Step 2 of 3 Next

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Privacy Statement

Click on "Submit".

Schedule Request: Review

How to complete Step 3 of 3:
 Verify the information located within the "Parameters".
 If the information is correct, select the "Submit" button to continue.
 If you wish to cancel this request, select the "Cancel" button.

Cancel Submit

Name

Concurrent Program Name: Performance Plan Status Report (HR) - NG
 Request Name:

Parameters

Appraisal Effective Year (YYYY): 2011

Rating Official:

Higher Level Reviewer:

Current PAA Status: EQUALS

Current PAA Status DOES NOT EQUAL:

Performance Plan Status: EQUALS

Perf Plan Status DOES NOT EQUAL:

Employee Name:

Employee Number:

SOIC: UQ

Agency Group: Bismarck, ND 58501

Organization Name:

UTC:

PAS Code:

Organization Structure ID:

Schedule

Schedule: As Soon As Possible

Recurrence: Never Repeats

Layout

Layout Settings

For Language	Template Name	Language	Output Format
American English	NSPPSRHR	English: United States	RTF

Notifications

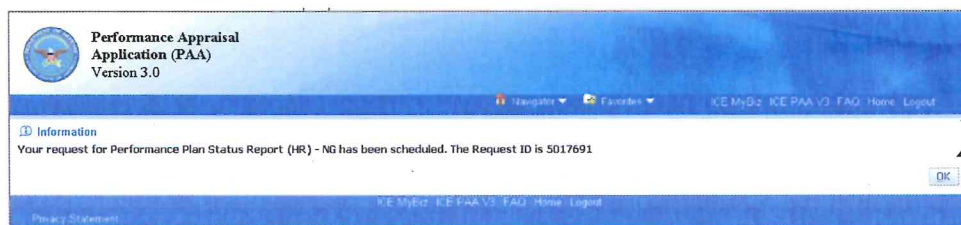
Recipients:

Cancel Submit

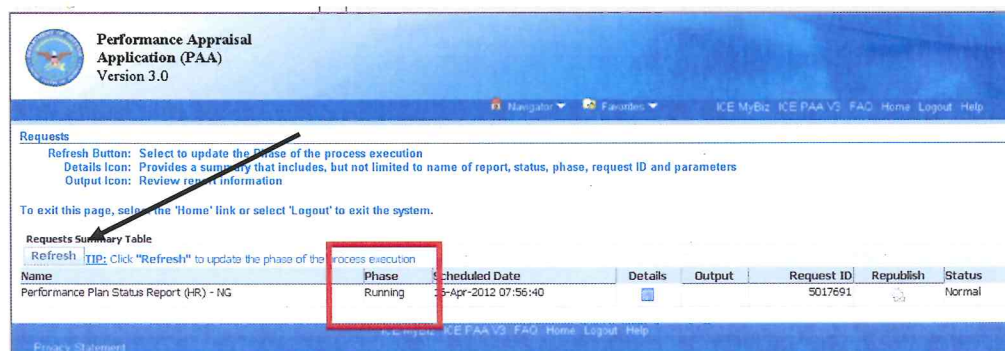
ICE MyBiz ICE PAA V3 FAQ Home Logout Help

Privacy Statement

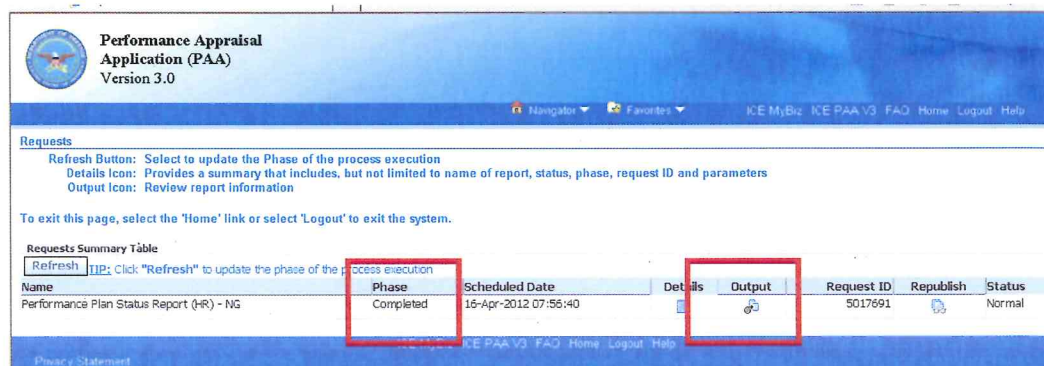
Click on "OK".



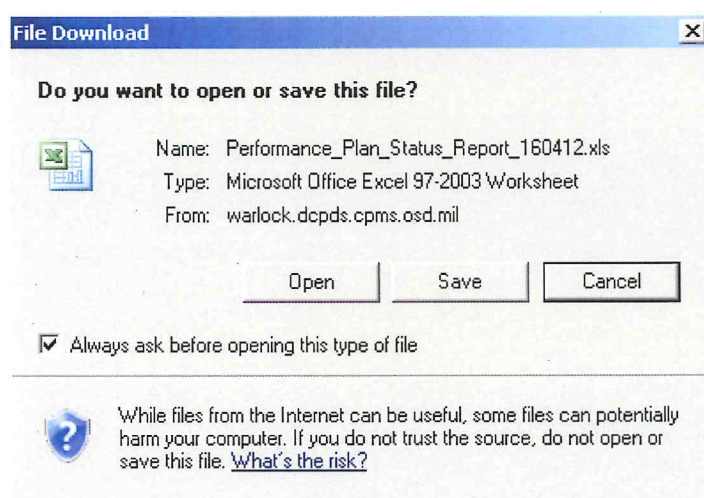
You can refresh your report by clicking on the "Refresh" Button until the Phase shows "Completed".



Once you receive the "Completed" Phase, click on the "Output", you will receive a pop-up message.



At this point you can Open your Report or Save to a selected destination on your computer hard drive.



Below is an example of what the report will display.

Performance Plan Status Report																				
PRIVACY ACT INFORMATION - The information provided in this report must be protected in accordance with the Privacy Act of 1974. Personal information contained in this report may be used only by authorized persons in the conduct of official business. Any unauthorized use of personal information may result in criminal and/or civil penalties.																				
Organs	Perform	Current	SOI	Agency	UIC/PAS	Org	Employee	Employee	Apprais	Perf Plan	Perf Plan	Rating	Higher	Performance	Appraisal	Appraisal	Appraisal	Performance	Performance	Alert
JOINT	No	UQ	NGAR	W8BQAA	1215	NG Samsalla,	313057											18-Jul-89	25-Oct-87	Employee does not
JOINT	No	UQ	NGAR	W8BQAA	1216	NG Mariah,	313548											18-Nov-90	20-Aug-90	Employee does not
JOINT	No	UQ	NGAR	W8BQAA	1221	NG Morris,	313770											1-Mar-01	2-Jun-01	Employee does not
JOINT	No	UQ	NGAR	W8BQAA	1340	NG Robbins,	311562											28-Sep-08	21-Mar-05	Employee does not
T19 USS	No	UQ	NGAF	Z2ICPRK	34A100	NG Goetting,	311315											5-Jul-98	29-Sep-97	Employee does not
USMC	No	UQ	NGAR	W8YELA	4021	NG B. Karpfman,	310595											28-Jul-08	14-Apr-08	Employee does not
REC-ROI	No	UQ	NGAR	W91BAA	1331	NG Sumner,	311391											17-Oct-07	9-May-07	Employee does not
T19 HAI	No	UQ	NGAF	Z21PMH2	34A100	NG Ruber,	314336											29-Oct-89	27-Dec-88	Employee does not
T19 HAI	No	UQ	NGAF	Z21PMH2	34A100	NG Jones,	314341											21-Apr-03	7-Apr-03	Employee does not
T19 USS	No	UQ	NGAF	Z2ICPRK	34A100	NG Montemano,	311428											11-Jul-04	11-Oct-02	Employee does not
T19 USS	No	UQ	NGAF	Z2ICPRK	34A100	NG Lettel, Rickie	311434											19-May-02	14-Jul-98	Employee does not

Note: These reports will display employees who have an active Performance Plan, as well as those employees who have not started a Performance Plan.